



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 3 CD [Classified Competitive]			Salary (P18) \$45,053.25 - \$63,537.63
Posting Number 80-15	Position Number 952206	Number of Positions 1	Posting Period * From: 6/02/2015 To: 6/16/2015
Location: Division of HIV, STD and TB Services Sexually Transmitted Disease Program 50 East State Street, 4th Floor, Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the supervision of the STD Surveillance Unit Coordinator (Public Health Representative 1 CD) Coordinator, , will perform tasks related to the delivery of health care and support services to individuals STD disease as follows but not limited to: Visit clients at home, work, health care facilities or any other location deemed acceptable. Conduct client investigations in the field to assure HIV testing is offered and administered in the field if necessary. Provide counseling based on test results (i.e., positive, negative or indeterminate) 100 percent of the time. Make appropriate referrals for medical follow-up and case management as per program policy. Conduct investigations in the field or over the telephone of any instances where there is missing or incomplete data by conferring with the physician, health care, and other personnel regarding disease detection, prevention and control and reporting of required data. Initiate all investigations within seven calendar days of assignment. Receives all passive reports sent in from physicians, health care facilities, and other resources daily and reviews them for missing or incomplete data. Remain current in testing technology, Centers for Disease Control and Prevention (CDC) case surveillance definitions and participate in all required trainings and meetings. Compile and prepare reports for supervisor on an as needed basis. Prepare correspondence for clients or physicians on a regular basis. Maintain needed work files, lock all file draws at all times when records are not in use. Provide privacy during confidential telephone calls at all times. Will comply with the Division's Security and Confidentiality Policy. Keep supervisor abreast of progress and/or problems associated with staff and work assignments. Follow all internal control procedures in order to safeguard assets.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: One (1) year of experience in a communicable disease related health or social service program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys, or patient care services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Donna Wagner, Administrative Assistant 2
HIV, STD and TB Services
Reference Posting #80-15
New Jersey Department of Health
PO Box 363
Trenton, NJ 08625-0363**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTHIVAIDS@doh.state.nj.us

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**